Independent Audit and Performance Commission
Purchase Card (pCard) Subcommittee
Thursday, February 27, 2020, 1:00 PM
Economic Initiatives Conference Room
City Hall, 5ᵗʰ Floor West, 255 W Alameda St
Tucson, Arizona 85701

Legal Action Report

1.   Call to Order/Roll Call: 1:47 PM

COMMISSION MEMBERS PRESENT: Dennis Woodrich, Subcommittee Chairperson (Ward 1); Brian Andrews (Ward 4)

A quorum was established.

COMMISSION MEMBERS ABSENT/EXCUSED: Lydia Hunter (Ward 3)

COMMISSION MEMBERS LATE: None

STAFF MEMBERS: Laura Jestings, Business Services Deputy Director; Penny Watts, Finance Administrator; Jenise Martin, pCard Coordinator; Jennifer Sanker, pCard Coordinator; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting)

2.   Approval of the February 7, 2020 IAPC pCard Subcommittee Meeting Minutes
A quorum of the commissioners that were at the February 7, 2020 meeting was not in attendance at today's meeting. Therefore, a vote to approve the minutes was not held. This item is continued to a future meeting. No action was taken.

3.   Update about Internal Controls Relating to Amazon Accounts
Ms. Martin presented information about the internal controls relating to Amazon accounts and fielded and answered questions. No action was taken.

4.   Discussion and Review of the City's pCard Program and Draft Report
Subcommittee Chairperson Woodrich led a discussion about the City's pCard program and the commissioners continued work on a draft report. Ms. Jestings, Ms. Watts, Ms. Martin, Ms. Sanker, Mr. Williams, and Mr. Kulze fielded and answered questions. No action was taken.

5.   Call to the Audience
There was no audience.

6.   Future Agenda Items
- Discussion and review of the City's pCard Program, including the discussion and editing of a draft report.
- Approval of the February 7, 2020 IAPC pCard Subcommittee Meeting Minutes.

7.   Adjournment: 2:55 PM
The next meeting of the IAPC pCard Subcommittee will be scheduled at a later date.